
Office of Finance and Resource Management

FY 2002 Proposed Operating Budget:

\$2,373,096

FY 2002 Proposed Capital Budget:

\$0

The Office of Finance and Resource Management is a customer-service-oriented organization that surpasses any and all client expectations with timely, efficient, and accurate financial and budgetary expertise.

The FY 2002 proposed operating budget from all funding sources is \$2,373,096, an increase of \$219,676, or 10.2 percent, over the FY 2001 approved budget.

Budget Summary

The FY 2002 proposed operating budget for the Office of Finance and Resource Management (OFRM) for all funding sources totals \$2,373,096, an increase of \$219,676, or 10.2 percent, over FY 2001 (table AS0-1). There are 37 full-time equivalents (FTEs) supported by this budget, an increase of 2 FTEs over FY 2001 (table AS0-2). This increase is associated with the transfer of 3 FTEs from Financial and Technical Services (FTS) within the Office of the Chief Financial Officer (OCFO), partially offset by a decrease of 1 FTE due to management efficiencies.

- Promote clarity of utility billing to client and customer agencies by providing on-line services for reviewing and certifying bills.
- Work with the Office of Property Management to improve the methodology for projecting fixed costs and differentiating between cost- and consumption-based increases in utility bills.

FY 2002 Initiatives

- Implement three-tiered training (beginner, intermediate, and advanced) for employees using the system of accounting and reporting (SOAR) and executive information systems (EIS).
- Complete the first utilities audit.

Strategic Issues

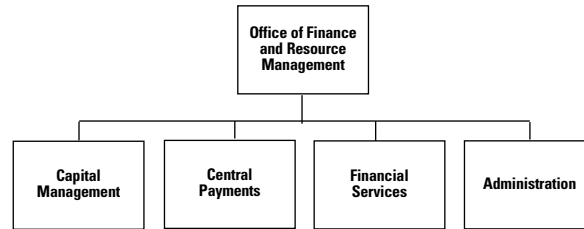
- Achieve greater interaction with client agencies to enable OFRM to become knowledgeable of agency programs and assist in aligning their budgets with policy needs.
- Institute and follow Office of Financial and Operating Systems' policies to refine monthly closings and enhance financial reporting.
- Build internal capacity of financial systems through training.

Agency Background

The Office of Finance and Resource Management was established in 1998 to provide financial support to those agencies that were created during the breakup of the Department of Administrative Services. Since its creation, OFRM has expanded its financial role to include 20 client agencies and a

Figure AS0-1

Office of Finance and Resource Management



total oversight of over \$670,000,000 in budget authority. OFRM also provides central payments of fixed costs for 64 customer agencies totaling \$178,000,000. During its brief operating history, OFRM has not incurred charges for late payments. This has resulted in the savings of several million dollars to the taxpayers of the District of Columbia.

Programs

Figure AS0-1 displays the structure of OFRM, which provides services in three primary areas: Financial Services, Central Payments, and Capital Management.

The **Financial Services** program provides financial services and management for client agencies. This program is responsible for producing the following monthly reports on client agencies: financial review process, personnel actions processed, purchase orders and requisitions processed, outstanding encumbrances, overtime analysis, and grant status. Executive summary reports are produced on a bimonthly basis. OFRM presently handles 20 client agencies under this program.

Central Payments collect intra-District funds from District agencies to provide a central payments system District-wide for all fixed costs including utilities, property rents and maintenance, telephone, security, and custodial services.

Capital Management provides all financial management services to agencies receiving capital funding.

Funding Summary

Local

The proposed local budget is \$2,198,276, an increase \$44,856, or 2.1 percent, over the FY 2001

budget. A \$281,059 increase occurred in personal services, and a \$236,203 decrease occurred in non-personal services. There are 34 FTEs supported by local sources, a decrease of 1 FTE. Refer to the FY 2002 Operating Appendices (bound separately) for details. FTE changes for this agency include:

- Increase of 3 FTEs associated with the transfer of FTS within the OCFO to the OFRM
- Decrease of 3 FTEs associated with the transfer from local funds to intra-District funds for fee-for-service financial services
- Decrease of 1 FTE based on management efficiencies.

Funding increases in personal services are reflective of the noted personnel changes. The \$236,203 decrease in nonpersonal services is primarily attributable to a decrease in contractual services (\$200,000) and equipment (\$17,000). This net decrease is partially offset by an increase of \$34,274 for utilities, communications and rent.

Intra-District

The proposed intra-District budget is \$174,820, an increase of \$174,820 and 3 FTEs from FY 2001. This increase represents the transfer of locally funded positions to intra-District funds to reflect the anticipated receipt of financial management fees from selected agencies. Of this increase, \$119,820 is in personal services, and \$55,000 is in nonpersonal services.

Trend Data

Table AS0-3 and figure AS0-2 show expenditure and employment histories for FY 1998–Proposed FY 2002.

Table AS0-1

FY 2002 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Office of Finance and Resource Management

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Regular Pay - Cont. Full Time	1,576	1,518	1,849	330
Regular Pay - Other	2	0	0	0
Additional Gross Pay	13	0	21	21
Fringe Benefits	264	234	284	50
<i>Subtotal Personal Services (PS)</i>	<i>1,856</i>	<i>1,753</i>	<i>2,153</i>	<i>401</i>
Supplies and Materials	13	17	22	5
Utilities	16	22	30	7
Communications	39	40	54	14
Rentals - Land and Structures	16	20	33	13
Janitorial Services	0	0	17	17
Security Services	0	0	21	21
Other Services and Charges	-227	85	43	-42
Contractual Services	94	200	0	-200
Equipment and Equipment Rental	69	17	0	-17
<i>Subtotal Nonpersonal Services (NPS)</i>	<i>20</i>	<i>401</i>	<i>220</i>	<i>-181</i>
Total Proposed Operating Budget	1,875	2,153	2,373	220

Table AS0-2

FY 2002 Full-Time Equivalent Employment LevelsOffice of Finance and Resource Management

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Continuing full-time	32	35	37	2
Total FTEs	32	35	37	2

Table AS0-3

FY 2002 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

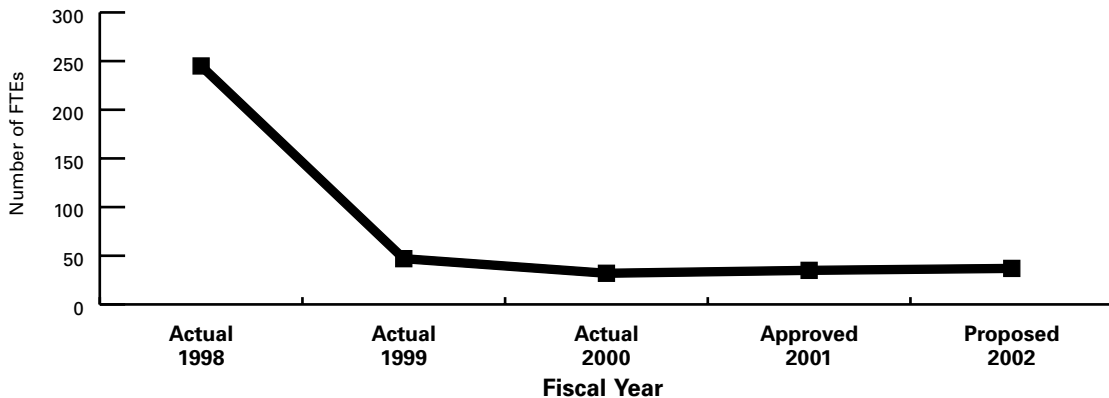
Office of Finance and Resource Management

	Actual FY 1998	Actual FY 1999	Actual FY 2000	Approved FY 2001	Proposed FY 2002
Local	34,944	520	373	2,153	2,198
Other	1,014	252	0	0	0
Intra-District	2,817	947	1,502	0	175
Gross Funds	38,775	1,719	1,875	2,153	2,373

Figure AS0-2

OFRM Employment Levels, FY 1998–Proposed FY 2002

(gross FTEs)

**Agency Goals and Performance Measures**

Goal 1. Promote efficient and effective delivery of government services through timely processing of purchase requests and financial reporting and guidance.

Citywide Strategic Priority Area: Making government work

Manager: Barbara Jumper, Deputy Chief Financial Officer, Office of Finance and Resource Management

Supervisor: Barbara Jumper, Deputy Chief Financial Officer, Office of Finance and Resource Management

Measure 1.1: Percentage of agencies compliant with the anti-deficiency act

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	NA	NA	100	100	NA
Actual	NA	NA	–	–	–

Measure 1.2: Percentage of client agency complaints

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	NA	NA	NA	3	NA
Actual	NA	NA	–	–	–

Measure 1.3 Shared Services: Number of “client” offices served by OFRM

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	NA	NA	8	19	NA
Actual	NA	NA	–	–	–

Measure 1.4 Central Payment Services: Percent of intra-District payments processed by OFRM

		Fiscal Year			
	1999	2000	2001	2002	2003
Target	NA	NA	100	100	NA
Actual	NA	NA	–	–	–

Measure 1.5 Number of monthly closings completed

		Fiscal Year			
	1999	2000	2001	2002	2003
Target	NA	NA	7	9	NA
Actual	NA	NA	–	–	–

Measure 1.6 Percent of Financial Reports submitted to agencies on time

		Fiscal Year			
	1999	2000	2001	2002	2003
Target	NA	NA	NA	99	NA
Actual	NA	NA	–	–	–

Measure 1.7: OFRM Internal Operations: Average number of days to process requisitions and purchase orders

		Fiscal Year			
	1999	2000	2001	2002	2003
Target	NA	NA	2.5	2.5	NA
Actual	NA	NA	–	–	–